



Portsmouth, Virginia Police Department General Orders Manual

Serious Incident Notification			ADM	10
Effective: 10.06.15	Reviewed:		3	pages
Supersedes:	03.05.12	CALEA: 11.4.5		
APPROVED: Dennis A. Mook, Chief of Police				

PURPOSE: To establish an orderly procedure for the notification of key city personnel of all serious and/or unusual occurrences involving City of Portsmouth personnel, equipment, and facilities or of other serious incidents within the city.

GUIDELINES: Police Department and Emergency Communications Center personnel, when aware of serious or unusual occurrences involving City of Portsmouth personnel, equipment, facilities, or other serious incidents within the city, will ensure that they notify appropriate key personnel within the city and make them aware of the situation in a timely manner. Similarly, key personnel within the Police Department must be notified as expeditiously as possible of all such serious incidents.

The Chief of Police shall be notified of any incident where there may be a question of Department liability, a likeliness of death or serious injury to persons or officers, significant loss of property, or that may result in a heightened community interest via the procedures contained in this directive. (11.4.5)

PROCEDURES:

I. Immediate Notifications:

- A. Emergency communications supervisors will ensure that they send email (Police Department) or note pages (Fire Department) to appropriate command staff for incidents of a serious nature (as listed on the Dispatch Center's immediate notification protocol) that come to their attention via E-911 calls after a responding officer verifies the incident.
- B. The on-duty shift commander or his or her designee is responsible for ensuring that they make proper notifications for each situation. The shift commander will make a determination of who will be notified. Supervisors should make notifications to the appropriate persons and/or commands based on the following criteria, and the call-back criteria established by each Bureau commander.
 1. The need for immediate support or intervention. Units falling into this category may include, but are in no way limited to, the following:
 - a. The K-9 Unit
 - b. The Special Weapons and Tactics Team
 - c. Marine Patrol
 2. Logistics support (e.g., traffic engineering, public works, etc.).
 3. Investigative Support, such as a member of the Criminal Investigations Unit, Forensics, etc.
 4. Administrative command, support, or coordination.
 - a. Public Information Officer (PIO).
 - b. Unit/Division/Bureau Commander.

Uniform Patrol Bureau Commander who will then notify the Assistant Chief of Police. The Assistant Chief of Police will notify the Chief of Police if required.

C. Only the Chief of Police or his or her designee will make notifications to the City Manager's Office.

D. Serious Incident Reports:

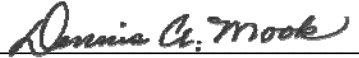
1. The shift commander on whose watch the major or unusual incident occurs shall prepare a summary report in compliance with the procedures below.
2. Complete and distribute a serious incident report (PPPD form 88).
3. If any further description of the incident is necessary, the shift commander will complete and forward a written report independent of the standard serious incident report through the chain of command (e.g., pursuit packages, police vehicle crash packages, etc.). The report will include the following:
 - a. A brief synopsis of the incident.
 - b. A list of any persons injured and/or property damaged in the incident.
 - c. A summary of police action taken, including any persons arrested.
 - d. Any citizen complaints received following the police action.
 - e. A full description of notifications made or attempted.
 - f. To whom the immediate and follow-up investigation(s) were assigned.
 - g. Any recommendations regarding the incident.
 - h. The person preparing the report should clearly identify him or herself by name, rank, and identification number.
4. Personnel shall complete any serious incident reports as soon as possible after the incident occurs and *must* complete them prior to the completion of the work day.

II. Shift Reports

- A. The Shift Commander will complete a shift report prior to securing from duty that includes any serious incidents that occurred during his or her shift. The following incident types are required in the shift report:
1. Gun violence incidents.
 2. Robberies (all types – individual, commercial, carjacking, etc.).
 3. Burglaries.
 4. Home invasions.
 5. Malicious wounding.
 6. Rape and felony sexual assaults.
 7. Homicides, suicides, suspicious deaths.
 8. Major traffic crashes and/or fatalities.
 9. Police vehicle accidents.
 10. Inured officers (including minor injuries).
 11. Police involved shootings.
 12. Pursuits.
 13. Significant arrests.
 14. Incidents requiring substantial and/or ongoing use of manpower.
 15. Any incident at an ABC establishment requiring or resulting in a response of three or more officers.

16. Significant or recurring incidents at ABC at establishments.
17. Any incident that may result in heightened community interest.
18. Any incident involving a public official.
19. SWAT call-outs.
20. Special operations.
21. Search warrant execution (unless making it known will interfere with an ongoing investigation)
22. Unusual crimes, serious or newsworthy events.

F. All department employees are responsible for ensuring that the Shift Commander is aware of any incidents meeting these requirements. Employees and supervisors in specialized units, and officers working part-time assignments, must take extra care in ensuring that these notifications are made.

APPROVED: 
Dennis A. Mook, Chief of Police